GRADE SUBMISSION

OVERVIEW
The Grading by Task/Student options give teachers an opportunity to add comments or modify percentages and letter grades. Grades can be posted from the Grade book view as well.

Grades can only be posted to open (or active) grading tasks/standards. If a task is selected that has no visible dropdown selections, the task is not active for grading at this time. The district's Campus administrator will need to open the Grading Window before grades can be posted. Teachers can assign grades to grading tasks for the entire class roster (Grading by Task) or for one student at a time (Grading by Student).

OBJECTIVES
At the end of this lesson the learner will be able to:
- Enter grades and scores using Grading by Task and/or Grading by Student.
- Enter canned comments.
- Enter freehand comments.

Navigating to the Grading Options
1. Select the School and Section for which to submit grades by choosing from the dropdown list
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or by clicking on the name of the folder.
3. Select the Grading by Task or Grading by Student folder.

Using the Grading by Task Option
1. After selecting the Grading by Task from the Index, select the task to be graded from the dropdown list. A list of students will appear. This list will be all students in the chosen section.
2. If the user is mass-filling grades, they can choose the score from the pull-down menu and choose Fill All. If the user has incorrectly filled a number of scores, they can erase the scores with Fill Empty.
3. If the Task is a Standard or based upon a Rubric, choose the correct score from the dropdown list.

4. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
5. Select the score to assign to the student by clicking in the drop-down list.
6. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
7. Click the Save icon when finished entering comments or modifying grades.
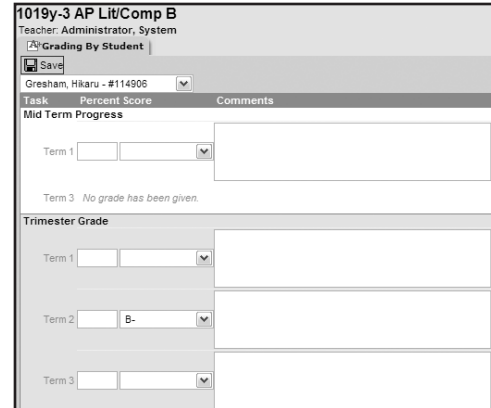
Grading by Student and Grading by Task. When a district uses standards-based grading, the Grading by Task and Grading by Student editors will automatically display standards in a hierarchical manner. The rubric associated with the standard may be displayed within the Grading by Task and Grading by Student. Fill-down functionality is also provided. The preference-controlled display of a student's photo is available to be displayed.

Instruction: Grade Submission

Using the Grading by Student Option

1. After selecting the Grading by Student option from the Index, select the student to be graded from the dropdown list. Available tasks for grading will appear.

2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.

3. Select the score to assign to the student by clicking in the dropdown box.

4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.

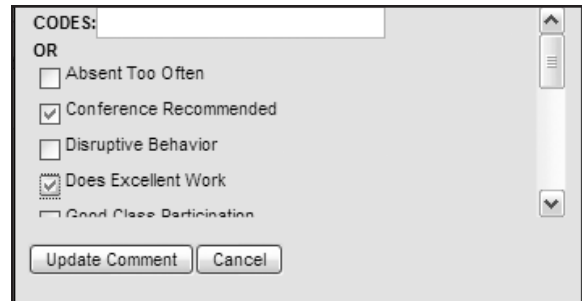5. Click the Save icon when finished entering comments or modifying grades.

Using the Canned Comments Feature

Canned comments are available for both the Grading by Task and Grading by Student tools if the preference to use canned comments was set in System Administration prefer- ences. Comments are created by district or school administration.

1. When assigning grades, select the paper icon to the right of the comments field. A Comment selection window will appear.

2. Canned comments may be selected by entering the code (if codes have been entered for the grading comments, they are listed before the text of the comment) or by selecting the checkbox to the left of the comment.

3. Click the Update Comment button to add the comment to the stu- dent's comment field.

4. To add multiple comments at one time, either select the appropriate checkboxes next to the comment OR enter the codes for the com- ments by typing without spaces the code number, a comma and the second code number (Example: 123,456). The related comments will display in the Comments fields.

5. Any checkboxes selected will be ignored if a code is entered into the code field.